

Human Resources Intern

INCUMBENT: Vacant
REPORTS TO: Human Resources Manager
LOCATION: Bowling Green, KY
STATUS: Part-Time, Hourly, Temporary
DATE: TBD



DESCRIPTION

The Human Resources Intern will support day to day human resources functions including data entry, filing, employee relations, and employment exit and entry processes. This position will also perform various HR administrative tasks and provide general business/office support functions as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Accurately record and maintain human resources information in the HRIS, personnel files, and other HR files in accordance with legal requirements and company policies and procedures.
- Assist with employment entry processes including resume and application screening, reference checks, background checks, etc.
- Assist with scheduling and coordinating reward and recognition programs.
- Prepare new hire paperwork & ensure additional copies are on hand at all times.
- Assist with new hire paperwork and onboarding presentations.
- Maintain inventory of branded company apparel for new employee use.
- Maintain strictest confidentiality of all organizational matters.

EDUCATION/EXPERIENCE

- High School Diploma or equivalent required.
- Must be pursuing a college degree in human resources management, business administration, or related field.

QUALIFICATIONS

- Possess a high level of social intelligence and superior interpersonal skills.
- Must be able to communicate effectively with all levels of staff.
- Strong work ethic and unquestioned personal and professional integrity.
- Strong attention to detail, establishing priorities and meeting deadlines.
- Ability to prioritize multiple tasks and function in a team environment.
- Computer proficiency in Windows environment.
- Openness to continuing learning and upgrading of skills.
- Computer proficiency in Windows environment.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to work at a desk for one or more hours at a time.
- Must have sufficient mobility to move around the Museum.
- Ability to lift and carry up to 10lbs.